

OSA-4484-63
15 August 1963

TO: Programs Staff, OSA
FROM: OSA/Budget & Finance
TASK: Administration of Contracts for Other Agency Components
REQUESTED BY: See Schedules Attached
NUMBER MAN HOURS REQUIRED: 100 Man hours per month.
REMARKS: This task involves:

1. Posting Contract Authorizations and Fund Limitations to Control Records.
2. Posting Contracts and Contract Amendments to Control Records.
3. Auditing and Processing Invoices for Payment.
4. Posting Payment Vouchers to Control Records.
5. Preparation of reports in connection with these contracts.
6. Advise Divisions concerned as to status of their funds.

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OSA-DD/S&T

NOTE: This does not include work done in Contracts Division in connection with these contracts.

Dist: 0 & 1 - PS/OSA
1 - B&F/OSA
1 - RB/OSA ✓
TJD:vh/OSA-B&F/15 Aug 63

DOCUMENT NO. _____
CLASSIFICATION _____
DATE OF REVIEW _____
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